CALSTARS Operations Memo
Department of Finance

	No. 04-04
Subject: Electronic Report Storage/ Archival/Retrieval	**Date Issued:** 04/30/2004
References:	**Expires:** Until Advised

PURPOSE:

To provide information on a new feature for long-term electronic storage of standard requestable CALSTARS reports. Long-term electronic storage is an alternative to microfiche for archiving reports.

BACKGROUND:

CALSTARS agencies collectively request thousands of accounting reports each month. Many of these reports are printed on microfiche through the Health and Human Services Data Center (HHSDC). Agencies are required to retain most of their microfiche for five years or longer. In terms of handling, usage, and cost, microfiche is not as efficient and useful as report data stored electronically.

For a number of years, it has been an objective of CALSTARS to provide clients with a process to electronically archive and retrieve past monthly and annual reports. Our experience with Monarch PC software has shown us that it is viable for clients to access CALSTARS reports electronically. Use of Monarch to access reports electronically continues to grow today and has significantly improved agencies' ability to use CALSTARS information on their reports.

In July 2000, CALSTARS initiated a project to use Datawatch Corporation's Monarch ES product to electronically archive and retrieve CALSTARS reports. After several years of conducting a pilot project with eight CALSTARS agencies, the use of Monarch ES was suspended. While we all agreed that the concept of archiving and retrieving CALSTARS reports on-line is a very worthwhile endeavor, we came to the conclusion that Monarch ES was not the product that will allow us to achieve this objective.

With the suspension of the Monarch ES pilot project and the current economic situation, we turned to HHSDC as a low cost solution for report storage. Internal procedures were developed for the administration of a basic archival and retrieval process. By implementing this new process with currently available software, we can fulfill the primary objective of providing agencies a means to electronically archive and retrieve prior month and annual reports.

ADVANTAGES OF ELECTRONIC REPORT STORAGE:

Electronic report storage is a better option for many clients for the following reasons:

- It is inexpensive.
- It takes little physical storage space.
- The medium does not progressively degrade over time.
- The files can be easily copied and distributed.
- Files can be retrieved quickly.
- Clients can retrieve electronic files at their workstation.
- Multiple users can view the same electronic file at the same time.
- Information from electronically stored reports can be extracted using Monarch or similar software and put into spreadsheets or databases without re-keying.

Although agencies may currently order, download, and store electronic reports to their PCs and/or LAN drives, storing reports through HHSDC/CALSTARS provides the following advantages:

- Files are backed up and protected from potential disasters based on HHSDC disaster recovery plans.
- File access is limited and based on data center access authority.
- Auditors place more reliance in files held and maintained by third parties.
- CALSTARS staff will provide support and continuity for the report file maintenance.
- Files are automatically compressed (zipped) to reduce storage space, cost and transfer time.
- The electronic reports may be routed directly to a client's printer (A1) by submitting a CALSTARS Special Report Request Form (CALSTARS Form 92). The form is available on the CALSTARS website at www.dof.ca.gov/html/calstars/forms.htm.

REQUIRED ACTION

If you are interested in using this option, please see Attachment A for instructions on ordering and retrieving reports stored using this new electronic storage feature.

If you have any questions regarding this COM, please contact Steve Yokoi at (916) 445-0211, extension 2833, or e-mail Steve.Yokoi@dof.ca.gov.

/s/Ken Lane

Assistant Program Budget Manager

LONG-TERM ELECTRONIC STORAGE
OF CALSTARS REQUESTABLE REPORTS

With this new optional feature, most standard requestable CALSTARS reports may be ordered as electronic storage (**E1**) files. These files are similar to reports currently ordered with a D1 or F1 Output Destination. However, the E1 files are only produced in zip-compressed format and their retention periods are longer.

HOW TO ELECTRONICALLY STORE REQUESTABLE REPORTS

Most standard requestable reports may be ordered as electronic storage files through the Command G.3 Request Standard Reports screen by keying an E1 in the Output Destination field. An example of the Report Selection Options screen with the E1 destinations is displayed below.

```
  9990 Report Selection Options - Screen 1                    03-22-2004 01:37 PM
                                                                        MORE=>

  Enter under F below: (D=Delete)
    RPT    <PERIOD> <DETAIL> <=SELECT=>                       <=INDEX=>  ←=PCA=→
  F ID  G  FM  P   I P O F  FUND  GLAN   ←OUTPUT DEST→        FROM  TO   FROM   TO
  - --- -  --  -   - - - -  ----  ----   -- -- -- -- -- --    ---- ----  ----- -----
    B04     PM  I   0 0 0 2               A1 E1
    DB1     PM      0 0 0 2               A1 E1
    D01     PM      0 0 0 1               A1 E1
    D16     PM      0 0 0 2               A1 E1
    HB4     PM      0 0 0 2               E1 M1
    H00     PM      0 0 0 0               E1 M1
    H06     PM      0 0 0 1               E1 M1
    H08     PM      0 0 0 2               A1 E1
    L01     PM      0 1 0 0               E1 M1
    Q10     PM      0 0 0 0               A1 E1 M1
    Q16     PM      0 0 0 2               E1 M1
    S01     PM  Y   0 0 0 2               A1 E1
    U01     PM      0 0 0 0               E1 M1
  Command:
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10—PF11—PF12---

        Help   Retrn Quit        RFrsh Print Bkwrd Frwrd Clear Left  Right Main
```

A list of the CALSTARS standard reports and the available selection criteria when using the E1 Output Destination is displayed in Attachment B. Note that fewer report options are available when using the E1 Output Destination. All standard reports, with the exception of the ET1 (Time Sheet Exception Report), ET2 (Time Sheet Turnaround Documents), and QC1 (Cost Allocation Exception Report), may be ordered using the E1 output Destination.

HOW ELECTRONIC REPORT STORAGE FILES ARE IDENTIFIED

Reports ordered with an E1 destination option are created as a report data file and electronically stored at HHSDC as zip-compressed files. The files are created during the CALSTARS nightly process and are assigned the following data set naming convention:

CS.**ES**2222.**FM**333344.WWWX5555.**GL**6666.**M**VV.**EZ**

CS. – fixed field denoting CALSTARS
 ES – fixed field denoting Electronic Storage
   2222 – Agency Code
    FM – fixed field denoting Fiscal Month
      3333 – Fiscal Year
       44 – Fiscal Month
        WWW – Report ID
         X – P Option ("X" is the placeholder if P option is blank)
          5555. – Level of Detail (IPOF)
           GL – fixed field denoting GLAN option (if selected)
             6666 – GLAN Option (if selected)
              M – fixed field denoting Month option
               VV – FM Option
                EZ – fixed field denoting Electronic Zipped

Only one version of an E1 report file per fiscal month is retained. If an E1 report file is ordered with the same level of detail and options as a previous report for the same fiscal month, the new file overwrites (overlays) the old file. Therefore, care must be taken to vary the reporting options when ordering pre and post Cost Allocation/Fund Split reports with an E1 output destination.

NOTE: No warning message is issued when a file is overwritten.

HOW TO RETRIEVE ELECTRONIC REPORT STORAGE FILES

E1 report files may be downloaded onto a PC or a LAN using FTP file transfer software. There is no limit to the number of times a file may be downloaded during the storage period at HHSDC. Once downloaded, a file must first be un-zipped (uncompressed) before it may be viewed. A variety of software programs is available for this purpose.

The following steps are typically taken to retrieve and view an E1 report file. However, the procedures may vary depending upon the software used. Through a local PC with electronic links to HHSDC, follow the steps below:

- ✪ To copy the file from HHSDC to a local PC using the FTP file downloading software:

    Invoke the file downloading software

    Connect to HHSDC using your FTP user name and password

    Change the HHSDC working directory to CS.ESorg# (for most users, the default mainframe directory should be set to CS.ESorg#)

    Select the file to be downloaded

    Select the PC directory where the downloaded file will be placed

    Specify a binary transfer

Start the downloading process

Rename the downloaded PC file giving it a "zip" file extension (e.g.: Q12.zip)

✪ To uncompress the downloaded file using unzipping software:

Invoke the unzipping software

Select the downloaded file

Select the report within the file (for E1 files there will be only one report)

Select the PC directory where the unzipped report file will be placed

Start the unzipping process

Rename the unzipped report file giving it a "txt" or "prn" file extension (e.g., Q12.txt)

✪ To open the unzipped report file using report-viewing software (e.g: Monarch, MS Word)

Format the report (if needed)

Since users can only access files in the CS.ES(agency code) directory using the FTP logon, agencies should set the FTP software's default mainframe directory to the CS.ES(agency code) file directory. Viewing other file directory lists through FTP software unnecessarily uses mainframe resources and increases the agency's data center charges.

If renaming the files cannot be accomplished using the file downloading and the unzipping software, file names may be changed using Windows Explorer.

RESOURCES REQUIRED TO RETRIEVE ELECTRONIC REPORT STORAGE FILES

To access the E1 files at the data center, agencies must establish an electronic link between a PC and the HHSDC FTP server. Some agencies may already be able to establish this link. Others many need to work with their agency's Information Technology section, CALSTARS Production Control, and HHSDC to make the connection.

All agencies are assigned a separate FTP logon that allows access to a HHSDC session specifically established for FTP transfers. This logon only allows access to the agency's CS.ES(agency code) file directory. Since multiple users can access the E1 files through FTP at the same time, only one logon is needed by an agency. Unlike CALSTARS and CTSO, the password for this logon does not expire. To activate the logon, the CALSTARS Agency Security Officer should contact the CALSTARS Production Control Unit at (916) 323-7541 or e-mail: prodcntl@dof.ca.gov.

Although the FTP logon password does not expire, an agency may change its password if desired. If the FTP software does not have a **new** password field, the password can still be changed. To change the password, type the following in the password field: the current password, a "/", the new password, a "/", and the new password again (e.g., Password: oldpassword/newpassword/newpassword). The new password is required the next time a client logs on.

The client's PC requires file downloading, unzipping, and report viewing software. The FTP file downloading software facilitates the transfer of the electronic file from HHSDC to the PC. There are many FTP file transfer software packages available. Some PC terminal emulator packages (e.g., Passport) also include downloading software. The unzipping software decompresses the file from "zipped" format to text format. Some software utility packages (like McAfee System

Works) include zip-compression programs. In addition, there are many file compression software packages available that are compatible with the zipped file format. The report viewing software presents the text file in a form that may be displayed and printed. Agencies may already have some or all of these capabilities on their PCs as part of other software packages. If additional software is needed, the agency's software policies should be consulted prior to procurement.

CALSTARS supports Monarch software for working with report data files. Besides viewing the reports, this personal computer software allows clients to export data from the files to popular database and spreadsheet formats. The schedule of Monarch classes is available on the training calendar at www.dof.ca.gov/html/calstars/calsdocs/other/TrainingCalendar.pdf.

If clients only need to view the reports, most word processing packages may be used. The Windows operating system includes two simple word processors, Notepad and WordPad. Because Notepad cannot open large files, WordPad is generally a better choice for viewing CALSTARS reports. Other word processing packages (e.g.: MS Word or WordPerfect) may be used, but additional formatting may be required so the report lines and spacing display correctly. Although formatting the reports takes a little extra work, using an agency's standard word processing package may be advantageous. For example, portions of the formatted reports may be sent as e-mail attachments to various managers and clients.

ELECTRONIC REPORT STORAGE FILES' RETENTION PERIOD

E1 report files are initially stored on disk at HHSDC. If a report file is not accessed for 35 days, the file is automatically archived to tape. An E1 file is retained at the data center for six years from the file creation date. At the end of the six-year period, the report file is deleted from the data center's disks or tapes. The file is deleted after six years regardless of how often the file has been accessed. CALSTARS is exploring options to allow agencies to extend the six-year retention period. If an agency wishes to delete an E1 file prior to its purge date, the CALSTARS Agency Security Officer must send a request via e-mail to calstars@dof.ca.gov. The e-mail must include the file's data set name.

If a file has been archived to tape, the file must be moved back to disk before the file may be retrieved (downloaded). Therefore, retrieving a file after it is archived to tape will take longer than retrieving a file directly from disk. (During testing, the retrieval from tape storage to a PC took approximately one minute, but the time varies based on the data center's workload.) Clients are not required to submit a special request to have the report files moved from tape to disk. The process is automatic when the report file is requested.

GETTING STARTED:

Before using the E1 destination option, agencies should review which CALSTARS reports are ordered on a monthly, quarterly, and yearly basis. Agencies should validate that the reports and their level of detail and options are appropriate. Agencies should then determine which reports require long-term storage. For example, some reports may be used for current analysis and do not need archival. Agencies should also confer with their records management coordinator to validate the file retention schedule and make any necessary changes. Once the reports, levels, and options have been decided, the CALSTARS menu G.5 List of Report Groups can be used to store those report ordering settings. This will allow easy ordering of the same reports each month, quarter, and year.

For the first few months, agencies may wish to order long-term storage files as both E1 report files **and** maintain their current output medium (M1). During this time, agencies may practice retrieving and viewing E1 files. Then if agencies discover they do not like the E1 destination option and wish to discontinue using it; the reports are still available in the former medium.

<u>DETAILED INSTRUCTIONS FOR SELECTED SOFTWARE</u>:

CALSTARS has detailed instructions on various CALSTARS report file software packages used internally by analysts. These include:

- ✪ How to perform an FTP transfer using Passport (v6.0-601) or WS_FTP LE (v5.08)

- ✪ How to unzip a downloaded file using PowerArchiver (v.6.11)

- ✪ How to format a downloaded CALSTARS report in MS Word

- ✪ How to establish a MS Word 2000 macro that formats a downloaded CALSTARS report

Copies of these instructions will be provided upon request. To request a copy, send an e-mail to Steve.Yokoi@DOF.CA.GOV. Please note that the instructions may need revision depending on the version of software you have.

CALSTARS REPORT REQUEST OPTIONS FOR LONG-TERM ELECTRONIC FILE (E1) STORAGE

RPT ID	REPORT TITLES	FM OPTIONS	P IND	INDX	PGM	OBJ	FUND	GLAN
A02	ALLOTMENT STATUS BY PROGRAM, ORGANIZATION & OBJECT	PM; PY		0-6	0-5	0-4	0-2	
A03	ALLOTMENT STATUS BY OBJECT & ORGANIZATION	PM; PY		1-6	0	0-4	0-2	
B03	APPROPRIATION CONTROL ACCOUNT REPORT	PM; PY	I; E	0-1	0	0	1-2	
B04	DETAIL REPORT OF APPROPRIATION STATUS	PM; PY	I; E	0-1	0	0	1-2	
B06	FINAL BUDGET REPORT	PM; PY		0-1	0	0	1-2	
C01	STATEMENT OF CASH POSITION FOR ALL NON-SHARED FUNDS	PM; PY	Y; M	0-1	0	0	1-2	
C02	FEDERAL AUTHORIZATION AND CASH TRACKING REPORT - 44 ACCOUNT	PM; PY	Y; M	0-1	0	0	0	
DB1	SCO RECONCILIATION REPORT	PM; PY		0-1	0	0	1-2	
DB2	SCO/CALSTARS MONTHLY RECONCILIATION REPORT	PM; PY		0	0	0	0	
DB3	AUTOMATED SCO YEAR-END REPORT	PY		0	0	0	0	
D01	DOCUMENT REPORT OF ENCUMBRANCES & OBLIGATIONS & PAYABLES	PM; PY		0-1	0-2	0	1-2	
D02	AGED REVOLVING FUND ADVANCES	PM; PY		0-1	0-1	0	1-2	
D03	ACCOUNTS RECEIVABLE AGING	PM; PY		0-1	0-2	0	1-2	
D04	RECEIVABLE STATUS REPORT	PM; PY		0-1	0-2	0	0-2	
D05	DOCUMENT REPORT OF CLAIMS FILED	PM; PY		0-1	0	0	0-2	
D06	DOCUMENT REPORT BY APPROPRIATION	PM; PY		0	0	0	1-2	
D07	YEAR-END DOCUMENT FILE REPORT OF ENCUMBRANCES (GLAN 6150)	PM; PY		0-1	0	0	0-1	
D08	OFFICE REVOLVING FUND STATUS REPORT	PM; PY		0-1	0-1	0	1-2	
D09	DOCUMENT RPT BY GEN LEDGER, SUBSIDIARY ACCT & DOCUMENT NUM	PM; PY		0-1	0-1	0	0-3	
D10	DOCUMENT RPT BY GEN LEDGER, SUBSIDIARY ACCOUNT AND OBJECT	PM; PY		0-1	0-1	0	0-3	
D11	REPORT OF DOCUMENT FILE RECORDS WITH AN ABNORMAL BALANCE	PM; PY		0-1	0-2	0	1-2	
D12	ENCUMBRANCE & OBLIGATION DOCUMENTS SUPPORTING Q12 REPORT	PM; PY		0-6	0-5	0-4	0-5	
D13	ENCUMBRANCE & OBLIGATION DOCUMENTS SUPPORTING Q16 REPORT	PM; PY		0-6	0-5	0-4	0-5	
D14	ENCUMBRANCE & OBLIGATION DOCUMENTS SUPPORTING Q19 REPORT	PM; PY		0-6	0-5	0-4	0-5	
D15	ENCUMBRANCE & OBLIGATION DOCUMENTS SUPPORTING Q18 REPORT	PM; PY		0-6	0-5	0-4	0-5	
D16	DOCUMENT REPORT FOR SCO RECONCILIATION	PM; PY		0-1	0	0	1-2	
D17	DOCUMENT REPORT BY PROJECT & GL	PM; PY		0	0	0	0-2	
D18	ENCUMBRANCES OF CONTINUING APPROPRIATIONS	PM; PY		0-1	0	0	1-2	
E01	ORGANIZATION EXECUTIVE REPORT	PM; PY; 01-13		0-1	0	1-2	0	
E02	PROGRAM EXECUTIVE REPORT	PM; PY; 01-13		0	0-1	1-2	0	
F01	SUMMARY OF PROJECT REVENUES & EXPENDITURES	PM; PY		0-1	1-3	0-5	0-2	
F05	SUMMARY OF LETTER OF CREDIT BALANCES	PM; PY		0	0	0	0	
G01	TRIAL BALANCE OF GENERAL LEDGER ACCOUNTS	PM; PY	Y; M	0-1	0	0	1-3	
G02	YEAR-END GENERAL LEDGER REPORT	PM; PY		0-1	0	0	1-3	
G03	TRIAL BALANCE BY TRANSACTION CODE	PM; PY	Y; M	0-1	0	0	1-3	

CALSTARS REPORT REQUEST OPTIONS FOR LONG-TERM ELECTRONIC FILE (E1) STORAGE

RPT ID	REPORT TITLES	FM OPTIONS	P IND	INDX	PGM	OBJ	FUND	GLAN
G04	YEAR END SPECIAL FUND EQUITY REPORT	PM; PY		0-1	0	0	1-3	
G05	GENERAL FIXED ASSET REPORTS	PM; PY		0-1	0	0	1-2	
HB4	APPROPRIATION TRANSACTION SUMMARY	PM; PY		0-1	0	0	1-2	
HB5	ANALYSIS OF GENERAL CASH RECEIPTS & DISBURSEMENTS	PM; PY		0-1	0-2	0-1	1-2	
HD1	ORF ADVANCE TRANSACTION ANALYSIS	PM; PY		0	0	0	1-2	
HG1	GENERAL LEDGER ANALYSIS REPORT	PM; PY		0-1	0-1	0	1-3	
HP1	PROJECT TRANSACTION ANALYSIS REPORT	PM; PY		0	0	0	0-1	
H00	TRANSACTION REGISTERS	PM; PY	_; F	0	0	0	0	
H01	INDEX TRANSACTION ANALYSIS REPORT	PM; PY		0	0	0	0	
H02	SCO/CALSTARS MONTHLY DETAIL RECONCILIATION REPORT	PM; PY		0	0	0	0	
H03	GENERAL CASH RECEIPTS AND DISBURSEMENTS REGISTER	PM; PY		0	0	0	1-2	
H04	CLAIMS IN PROCESS AND FILED ACTIVITY REPORT	PM; PY		0	0	0	0	
H05	REMITTANCE ADVICE WORKSHEET	PM; PY		0	0	0	1-2	
H06	CASH RECEIPTS AND DISBURSEMENTS REGISTER	PM; PY		0-2	0	0	0-2	
H07	LETTER OF CREDIT DRAWDOWN REMITTANCE ADVICE WORKSHEET	PM; PY		0	0	0	0	
H08	REVENUE TRANSACTION REGISTER	PM; PY		0	0	0	1-2	
H09	HISTORY FILE EXPENDITURE RECORDS SUPPORTING THE Q12 REPORT	PM; PY		0-6	0-5	0-4	0-5	
H1A	PCA TRANSACTION ANALYSIS REPORT	PM; PY		0	0	0	0	
H10	HISTORY FILE EXPENDITURE RECORDS SUPPORTING THE Q16 REPORT	PM; PY		0-6	0-5	0-4	0-5	
H11	TRANSACTION ANALYSIS REPORT FOR EQUIPMENT	PM; PY		0-1	0-1	0	0	
H12	MINORITY/SMALL BUSINESS TRANSACTION ANALYSIS	PM; PY		0-1	0	0	0-1	
H13	HISTORY EXPEND RECORDS INCL PROJECT SUPPORTING Q16 REPORT	PM; PY		0-6	0-5	0-4	0-5	
I01	LISTING OF INDEX CODES BY SUB-SECTION	CM		0	0	0	0	
K01	OUTSTANDING CHECK REPORT	PM; 01-13		0	0	0	1-2	
L01	LABOR DISTRIBUTION BY PCA, INDEX, UNIT & NAME	PM		0-1	1-2	0	0	
L02	LABOR DISTRIBUTION BY INDEX, PCA, UNIT & NAME	PM		0-1	1-2	0	0	
N10	SCHEDULE 10 SUMMARY WORKSHEET REPORT	CM; PY		0	0	0	0	
N11	SCHEDULE 10 DETAIL WORKSHEET REPORT	CM; PY		0	0	0	0	
N20	REVENUES & TRANSFERS SCHEDULE 10R WORKSHEET	PM; PY		0-1	0	0	0	
P01	YEAR-TO-DATE REPORTABLE PAYMENT REPORT	CM		0	0	0	0-1	
P02	REPORTABLE PAYMENT 1099-MISC/INT EXCEPTION REPORT	CM		0	0	0	0	
Q04	SUMMARY EXPENDITURES BY PROGRAM & OBJECT	PM; PY; 01-13		0-2	0-5	0-4	0-2	
Q10	EXPENDITURES BY ORGANIZATION & OBJECT	PM; PY; 01-13		0-6	0	0-4	0-2	
Q11	CUMULATIVE EXPENDITURES BY CHAR, ORG, PGM & OBJ	PM; PY; 01-13		0-6	0-5	0-4	0-5	
Q12	EXPENDITURES BY ORGANIZATION & PROGRAM & OBJECT	PM; PY; 01-13		0-6	0-5	0-4	0-5	

CALSTARS REPORT REQUEST OPTIONS FOR LONG-TERM ELECTRONIC FILE (E1) STORAGE

RPT ID	REPORT TITLES	FM OPTIONS	P IND	LEVEL OF DETAIL INDX	PGM	OBJ	FUND	GLAN
Q13	CUMULATIVE EXPENDITURES BY CHAR, PGM, ORG & OBJ	PM; PY; 01-13		0-6	0-5	0-4	0-5	
Q14	EXPENDITURES BY PROGRAM & OBJECT	PM; PY; 01-13		0	0-5	0-4	0-2	
Q16	EXPENDITURES BY PROGRAM & ORGANIZATION & OBJECT	PM; PY; 01-13		0-6	0-5	0-4	0-5	
Q18	DETAIL OF PROJECT WORKPHASE EXPEND/RECPTS/UNITS BY PROGRAM	PM; PY; 01-13		0-6	0-5	0-4	0-5	____; 8621
Q19	DETAIL OF PROJECT WORKPHASE/EXPEND/RECEIPTS/UNITS BY ORG	PM; PY; 01-13		0-6	0-5	0-4	0-5	____; 8621
Q21	PCA REPORT	PM; PY; 01-13		0	0-1	0	0-1	
Q22	PLAN OF FINANCIAL ADJUSTMENT WORKSHEET BY PROGRAM	CM; PY		0	0	0	1-2	
Q23	PLAN OF FINANCIAL ADJUSTMENT WORKSHEET BY CATEGORY	CM; PY		0	0	0	1-2	
Q24	RECEIPT BY ORGANIZATION & PROGRAM & SOURCE	PM; PY; 01-13		0-6	0-5	0-2	0-5	____; 6212
Q25	SUMMARY OF RECEIPTS BY APPROPRIATION	PM; PY; 01-13		0	0	1-2	1-2	____; 6212
Q26	YEAR END STATEMENT OF REVENUE	PM; PY; 01-13		0	0	0	1-2	
Q27	RECEIPTS BY PROGRAM, ORGANIZATION, AND SOURCE	PM; PY; 01-13		0-6	0-5	0-2	0-5	____; 6212
Q28	SUMMARY OF PROJECT EXPENDITURES/RECEIPTS/UNITS BY PROGRAM	PM; PY; 01-13		0-6	0-5	0-4	0-5	____; 8621
Q29	SUMMARY OF PROJECT EXPENDITURES/RECEIPTS/UNITS BY ORG	PM; PY; 01-13		0-6	0-5	0-4	0-5	____; 8621
Q32	PLAN OF FINANCIAL ADJUSTMENT WORKSHEET BY PROJECT	CM; PY		0	0	1-4	1-2	
Q33	PLAN OF FINANCIAL ADJUSTMENT WORKSHEET BY FEDERAL CATALG NO	CM; PY		0	0	1-4	0	
Q34	REPORT OF EXPENDITURES OF FEDERAL FUNDS	PY		0	0-1	0	0	
Q35	PROGRAM EXPENDITURES AND REIMBURSEMENTS	PM; PY; 01-13	_; I	0-6	0-9	0-4	0-9	____; 6211
Q36	ORGANIZATION EXPENDITURES AND REIMBURSEMENTS	PM; PY; 01-13	_; I	0-6	0-9	0-4	0-9	____; 6211
Q37	SUMMARY OF PROGRAM EXPENDITURES AND REIMBURSEMENTS	PM; PY; 01-13	_; I	0-6	0-9	0-4	0-7	____; 6211
Q38	SUMMARY OF ORGANIZATION EXPENDITURES AND REIMBURSEMENTS	PM; PY; 01-13	_; I	0-6	0-9	0-4	0-7	____; 6211
Q42	PERSONNEL HOUR STATISTICS ACCOUNTABILITY REPORT	PM; PY; 01-13		0-1	0-3	0	0	
Q43	SCO PAID HOUR STATISTICS REPORT	PM; PY; 01-13		0-1	0-3	0	0	
Q50	EXPENDITURE TREND ANALYSIS BY ORGANIZATION, PROGRAM, OBJECT	PM; PY		0-6	0-5	0-4	0-2	
Q51	EXPENDITURE TREND ANALYSIS BY PROGRAM, ORGANIZATION, OBJECT	PM; PY		0-6	0-5	0-4	0-2	
R01	LISTING OF PCA NUMBERS BY ELEMENT	CM		0	0	0	0	
S01	REPORT OF SUBSIDIARIES ON FILE	PM; PY	Y; M	0-1	0	0	1-3	
U01	VENDOR PAYMENT DETAIL REPORT	PM; PY		0-1	0-1	0-1	0-1	
X01	ALPHABETIC LIST OF VENDOR EDIT TABLE	CM		0	0	0	1-2	
X02	VENDOR EDIT TABLE BY VENDOR NUMBER	CM		0	0	0	1-2	
X03	LISTING OF FEIN-SSN WITH MULTIPLE VENDOR NUMBERS	CM		0	0	0	0	
Y01	LISTING OF ACCRUALS TO BE REVERSED IN THE NEW YEAR	PY		0	0	0	0	

Note: All report selection criteria not shown on the above list must be blank. (Blank is shown as ____ in the above list when there is a choice between a blank or a value.)
The ET1 - Time Sheet Exception Report, ET2 - Time Sheet Turnaround Documents, and QC1 - Cost Allocation Exception Report cannot be ordered using the E1 output destination.